



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

April 8, 2009

David Simons, Owner  
Aviano Group, Inc.  
5000 Birch Street, Suite 401  
Newport Beach, CA

Dear Mr. Simons:

RE: **Final MONITORING VISIT REPORT for Aviano Group Retraining SB  
ET08-0281**

<b>Date of the Visit:</b>	12/23/08
<b>Beginning/Ending Time:</b>	10:30am – 11:30am
<b>Date of Last Visit:</b>	4/28/08
<b>Visit Location:</b>	Teleconference
<b>Persons in attendance:</b>	David Simons, Owner, Aviano Group, Inc. (Aviano); and Suzanne Godin, ETP Contract Specialist
<b>Action Items remaining from Prior Meeting:</b>	No
<b>Action Required:</b>	No

## **CONTRACT INFORMATION:**

<b>Term of Agreement:</b>	12/26/07-12/25/08	<b>Agreement Amount:</b>	\$48,360
<b>Training Start Date:</b>	2/04/08	<b>No. to Retain:</b>	15
<b>Date Training must be Completed:</b>	9/25/09	<b>Range of Hours:</b>	24-200
<b>Type of Trainee:</b>	Retrainee	<b>Weighted Ave. Hours:</b>	124

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ETP (04/15/05)

## **FINAL REPORT SUMMARY:**

### ***AGREEMENT HISTORY***

The agreement was approved at the December 2007 Panel Meeting and was executed on 1/25/08. Training began on 2/04/08. Mr. Simons reported that all training was completed on 8/13/08 which allowed for the 90-day retention period to be completed within the term ending date of the Agreement.

### ***INTERVIEW WITH THE CONTRACT SIGNATORY: DAVID SIMONS***

Aviano Group provides engineering services such as energy and environmental design for green building, strategic facilities planning, feasibility evaluations, site analysis, and development and master planning for its clients. When this project was funded, Aviano was in a growth mode and the ETP training plan had been developed to accommodate additional employees (to be hired) who would need a high number of training hours in industry specific engineering and technical skills. Soon after training began, commercial and residential construction began its downward spiral. Some of Aviano's biggest customers closed their doors and the situation continued to worsen. The loss of major accounts forced the company to halt any plans for growth, and training was moved to the back burner as Aviano scrambled to survive and replace its lost accounts with new customers. Although Aviano has been able to remain constant with eight full time employees, the number of class/lab training hours delivered on this project was far less than planned.

On a positive note, you reported that the ETP funded training allowed you to cross-train your civil engineering and structural engineering project managers, which has enabled the company to work leaner and reduce turn around times. Your project managers now have the skill sets to work on different types of engineering/architectural jobs depending on business needs. The Auto Cad training has enabled you to keep more work in-house rather than subcontracting out. You also stated that interdepartmental communication has greatly improved, and your employees now understand how one individual's performance (or lack of) affects the rest of the company. Lastly, you added that while several local architectural firms have been forced to close their doors; Aviano has, thus far, been able to weather the storm and survive.

### **DISCUSSION OF PROJECTED EARNINGS:**

You stated that the statistics on the class/lab tracking system were correct which showed that 8 trainees (53% of planned retentions) completed the specified range of class/lab hours (24-200) and retention period. Aviano tracked 582 eligible hours on the ETP class/lab/CBT tracking system for the aforementioned 8 trainees. Therefore, Aviano is eligible to earn \$15,132 (32 percent of the encumbered amount) if all other agreement conditions are met. As of the date of this report, the final contract closeout had been issued and Aviano had received \$15,132.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

<b>Trainees Started Training:</b>	12	<b>Completed Training:</b>	8
<b>Trainees Enrolled:</b>	12	<b>Completed Retention:</b>	8
<b>Dropped Following Enrollment:</b>	1	<b>In Retention Period:</b>	0
<b>No. Completed Minimum Reimbursable Hours :</b>	8		

### **ATTENDANCE ROSTERS:**

Ms. Godin conducted a 100% review of attendance rosters for the aforementioned 8 trainees and compared them to the hours entered into the ETP on-line tracking system.

<b>Attendance Rosters reviewed:</b>	<b>2/4/08-9/15/08</b>	<b>Rosters reviewed contained all the required information per Title 22, California Code of Regulations, Section 4442.</b>	<b>YES</b>
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### **INVOICES:**

<b>Documentation reviewed was consistent with information reported on Invoices</b>	<b>1</b>	<b>Yes</b>
<b>Progress Payments</b>	<b>1</b>	<b>Yes</b>
<b>Final Payment</b>		<b>N/A</b>

The contractor had not submitted for Progress Payment 2 (completion of training) or for Final Payment at the time of this visit; however, the Analyst did conduct a 100% review of all rosters before submission of those invoices.

### **AUDIT:**

You will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable.

Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

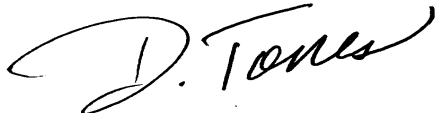
### **RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the

last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Suzanne Godin at (619) 686-1918 or at [sgodin@etp.ca.gov](mailto:sgodin@etp.ca.gov) within ten (10) working days from the receipt date of this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Torres", with a stylized flourish at the end.

Diana Torres, Manager  
San Diego Regional Office

A handwritten signature in black ink, appearing to read "SMB", with a stylized flourish at the end.

Suzanne Godin, Contract Analyst  
San Diego Field Office

cc: Kulbir Mayall, Fiscal Manager  
Master File  
Project File